




Title ECF slide

Slide notes: This will be a short demonstration to illustrate the new feature of cascading menus in ECF.

**Cascading Menus in ECF**

 Please turn your speakers on


You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will pause the lesson. Click it again to resume play.

There is a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or click the X in the **playback controls** at the **bottom** of each screen.

This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.



Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.

Click Box  
(247 x 430)  
(X:0; Y:25)

## Objectives:

When you complete this lesson, you will be able to:

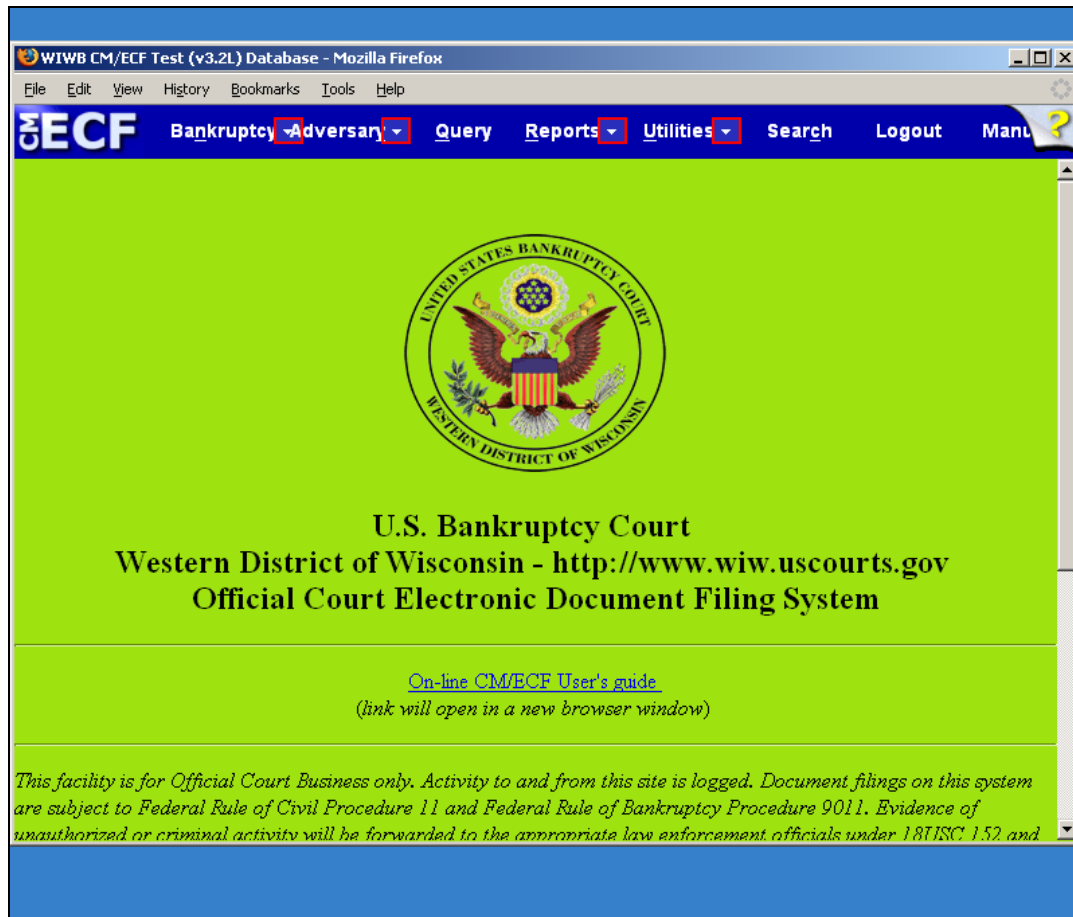
- navigate the cascading menus in ECF

Click the **Continue** button.

**CONTINUE**

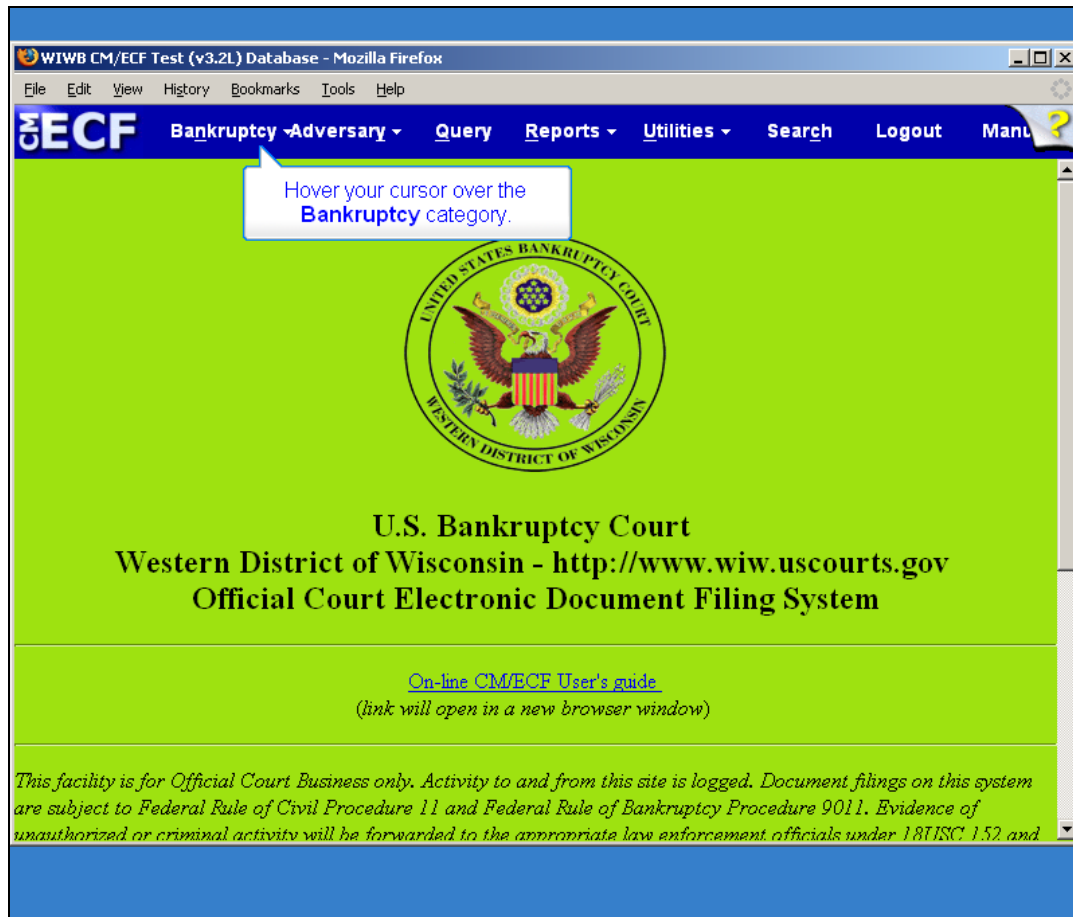
Objectives

Slide notes: When you complete this lesson, you will be able to: navigate the cascading menus in ECF. Click the Continue button.



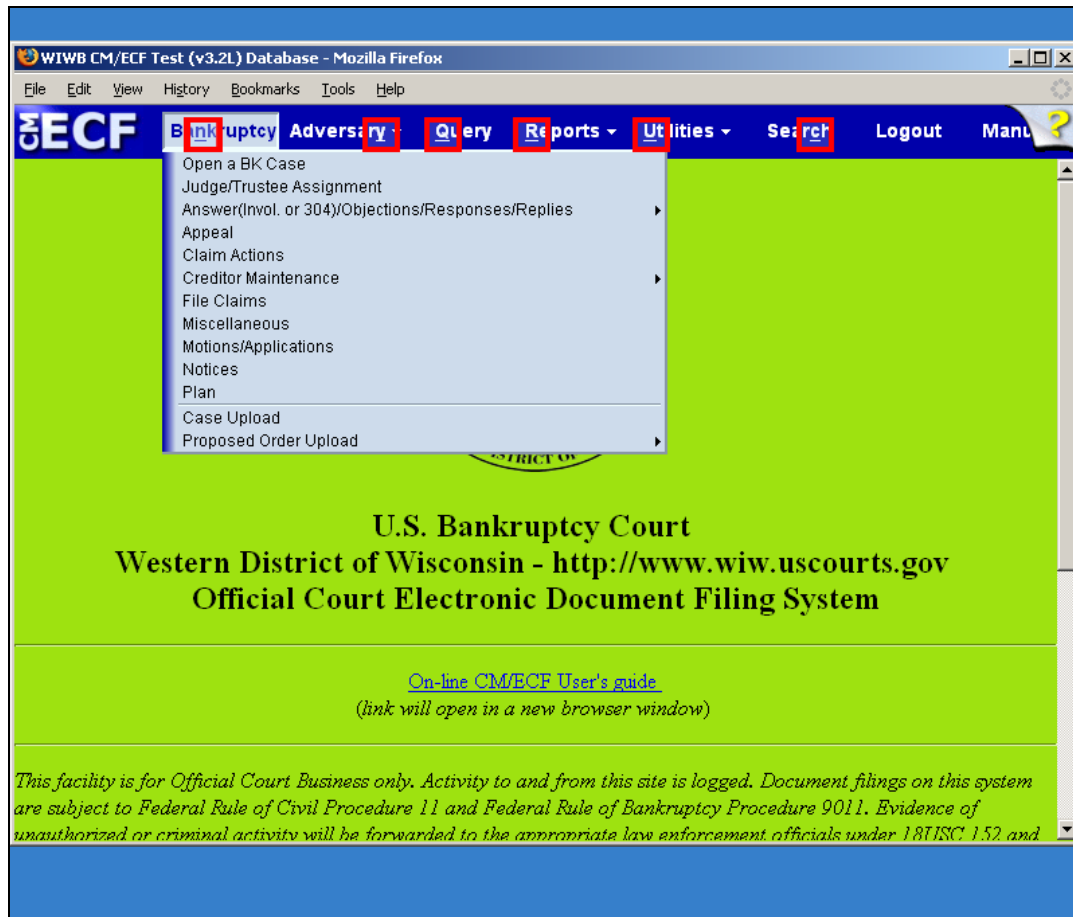
Cascade Demonstration

Slide notes: You have the option of using the new cascading menus or continuing to use the existing static menus. First, let us discuss the new cascading menu. Notice the Bankruptcy, Adversary, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu.



Slide 5

Slide notes: You can access these cascading sub-menus in two ways. You can simply place your cursor on the desired selection, such as Bankruptcy and hover over this category.

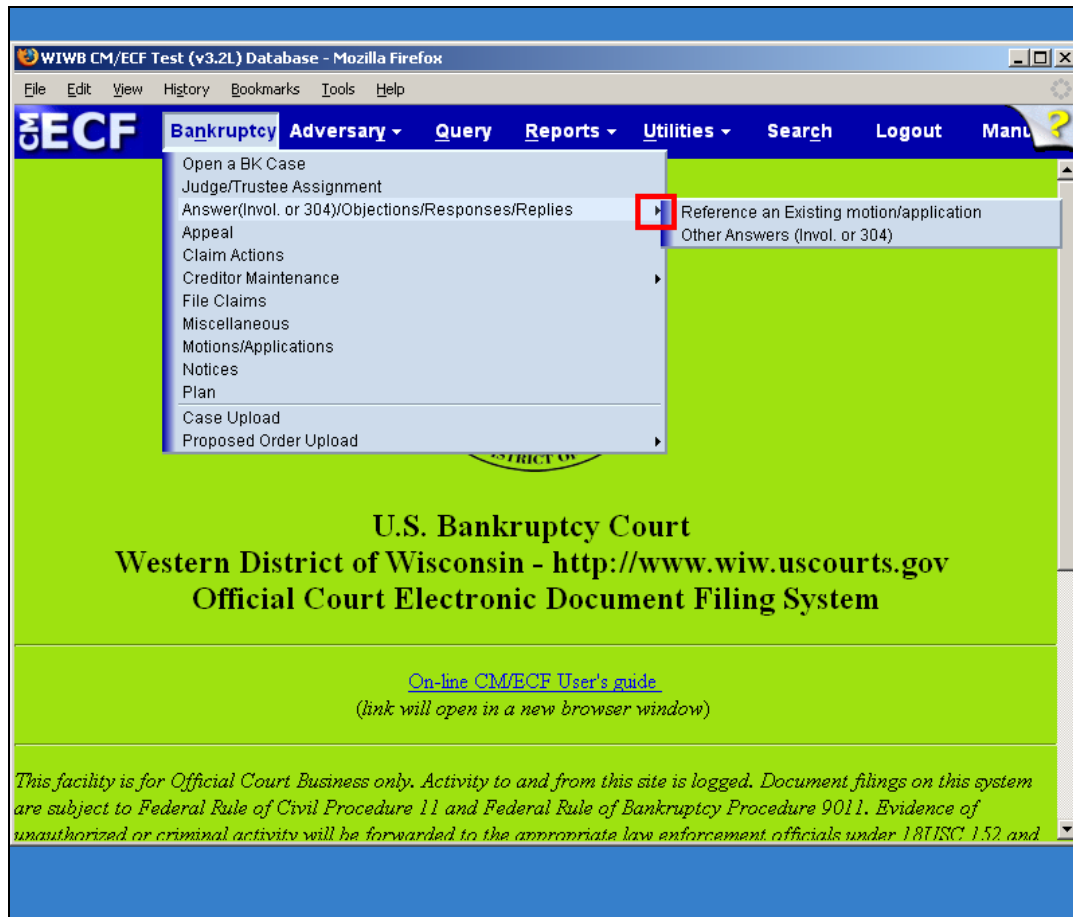


Slide 6

Slide notes: Hovering the cursor over the Bankruptcy category will display the sub-menu.

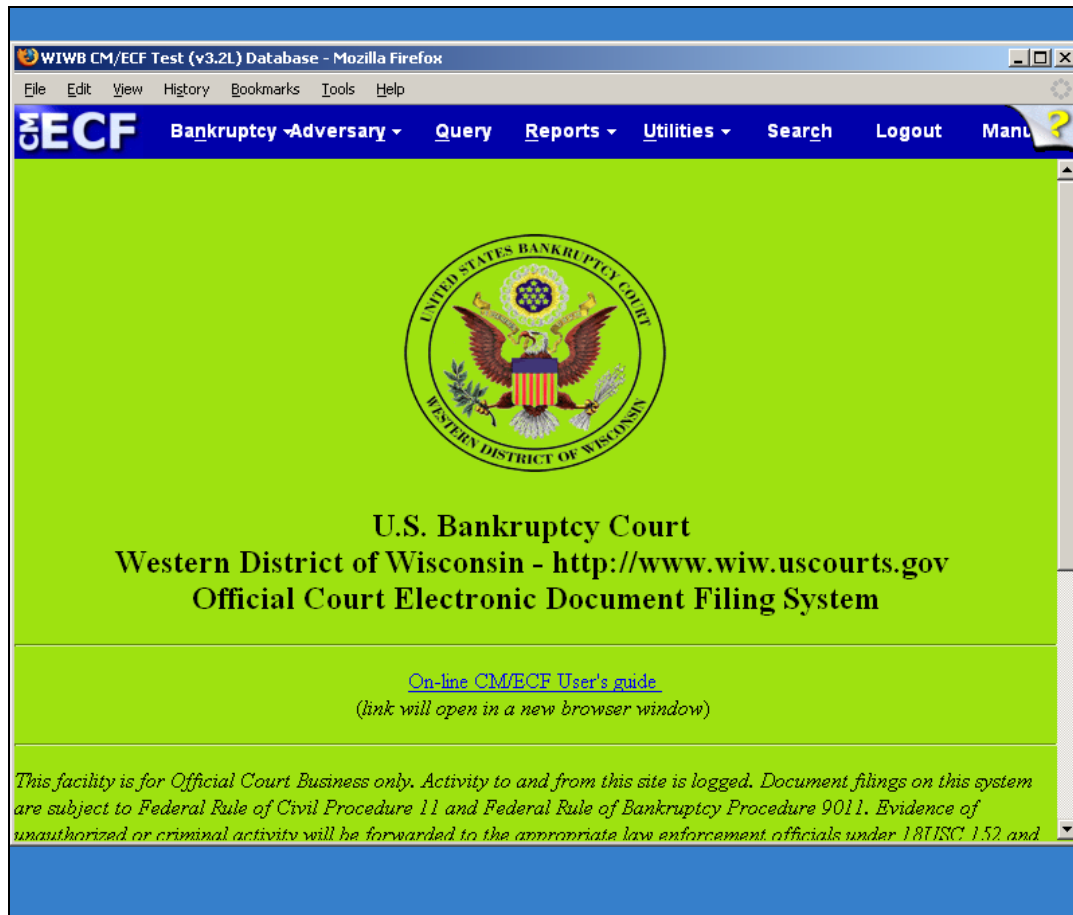
Or if you are comfortable using keyboard shortcuts, you may use the keyboard to display a sub-menu by pressing and holding the ALT key together with the underlined letter in the menu name (e.g. for the "Bankruptcy" submenu, simultaneously press ALT + n).

Either way, the submenu is displayed.



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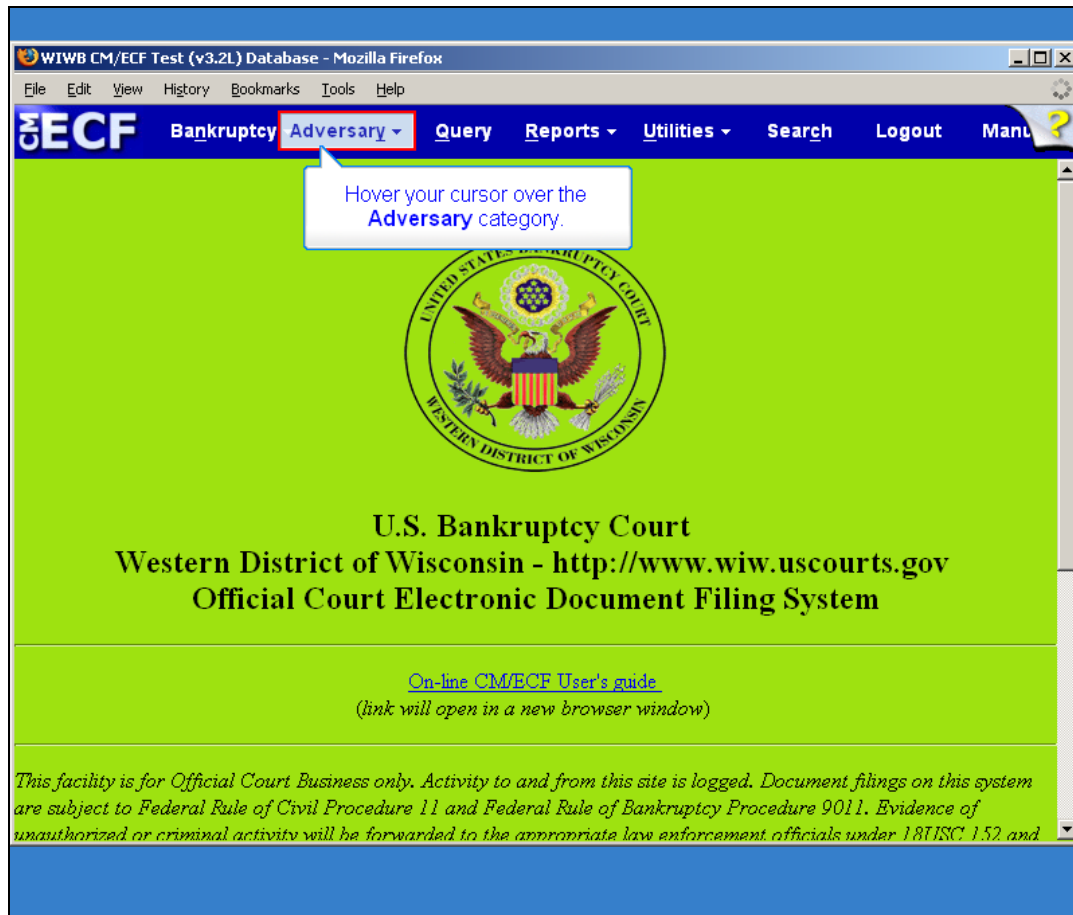
Slide notes: By the way, a sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name. Placing the cursor over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.



Classic Demonstration

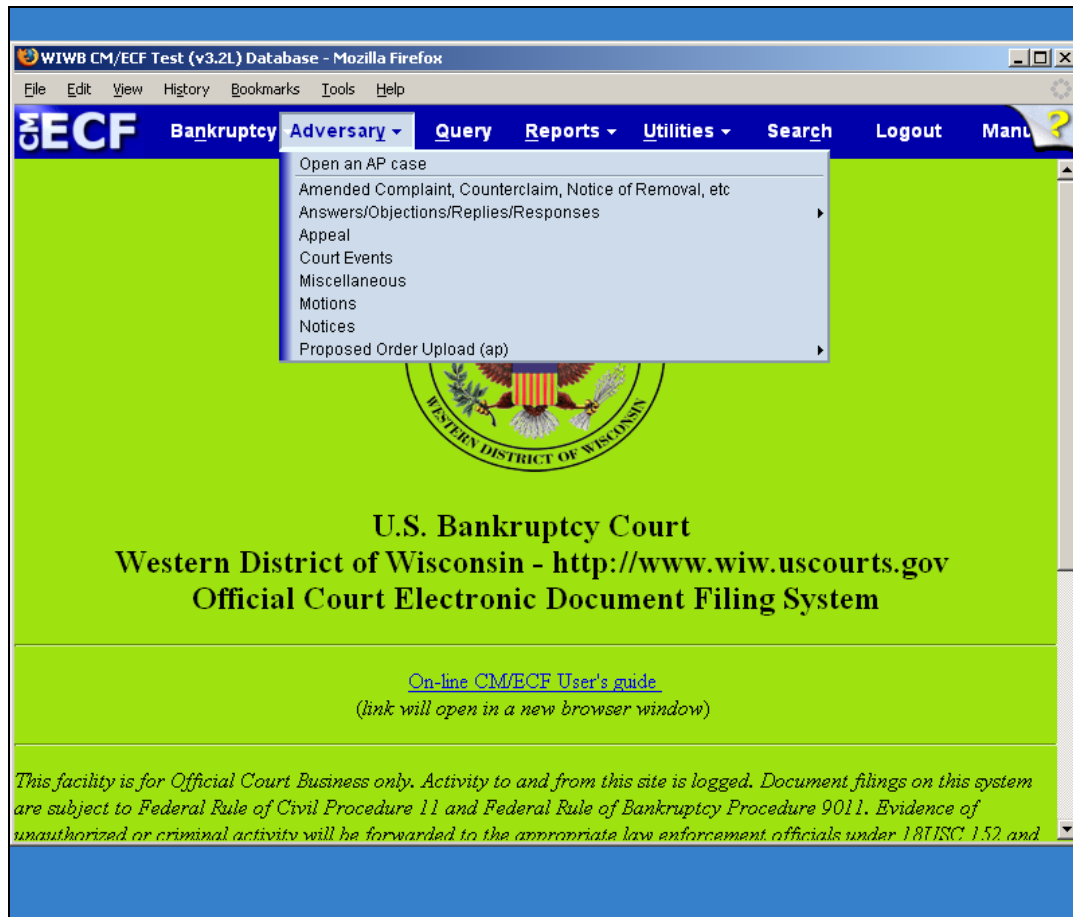
Slide notes: Now let's explore the classic ECF menu.





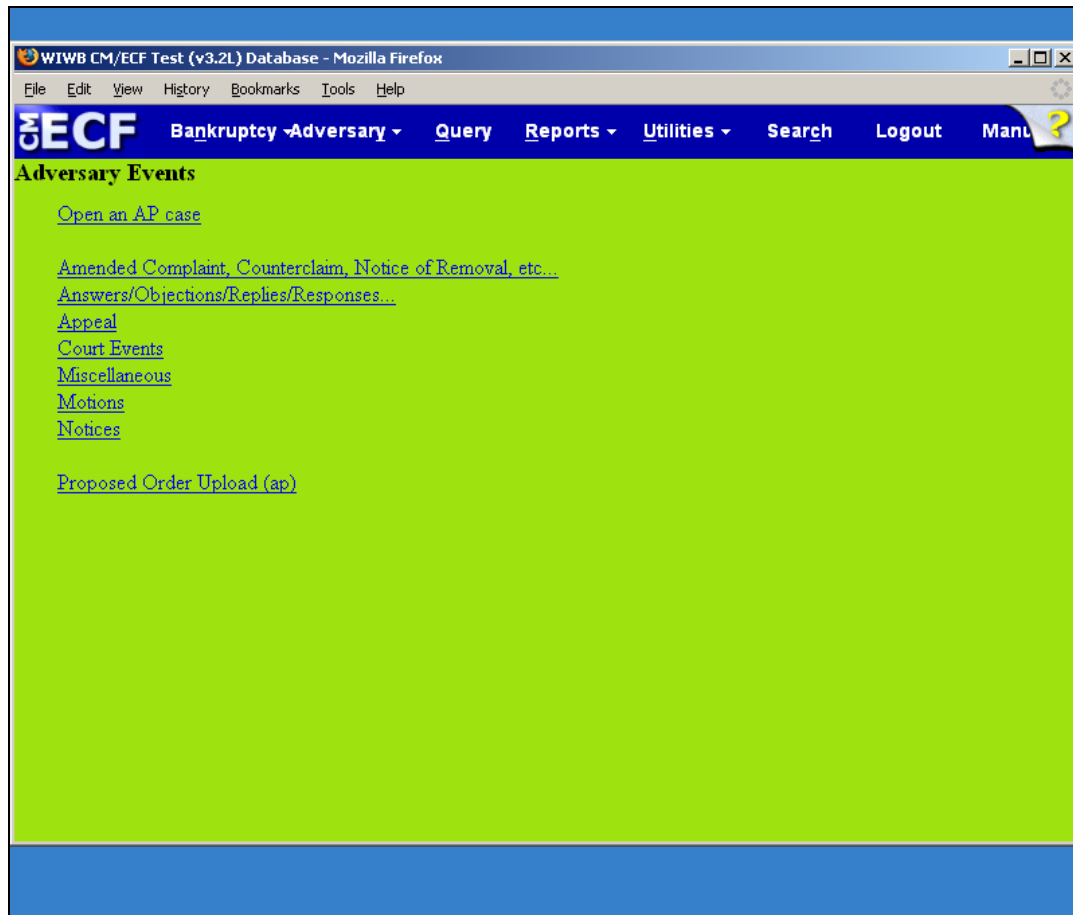
Slide 9

Slide notes: Hover your cursor over the Adversary category.



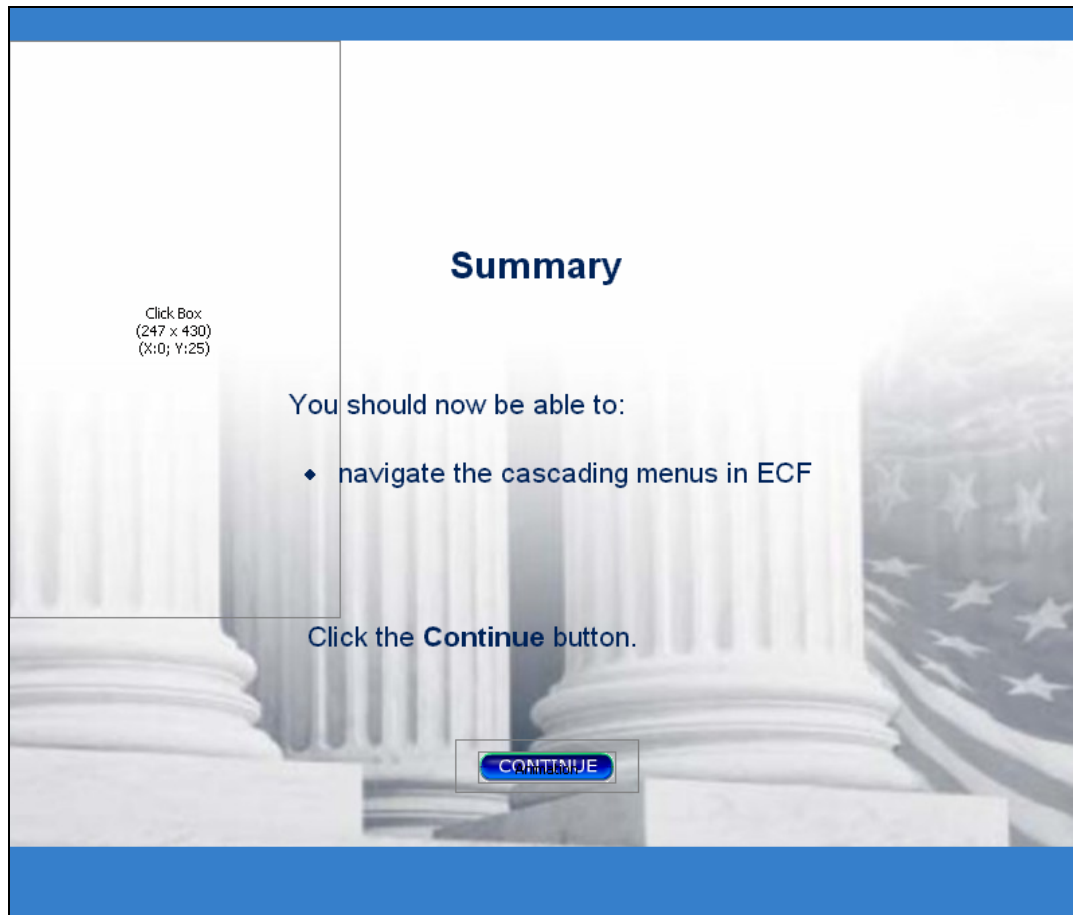
Slide 10

Slide notes: Notice the cascading menu appears; however, if you prefer the classic static menus in ECF, when the Adversary category in the menu is clicked, you will be presented with the classic menu, as you are used to seeing in previous versions of ECF.



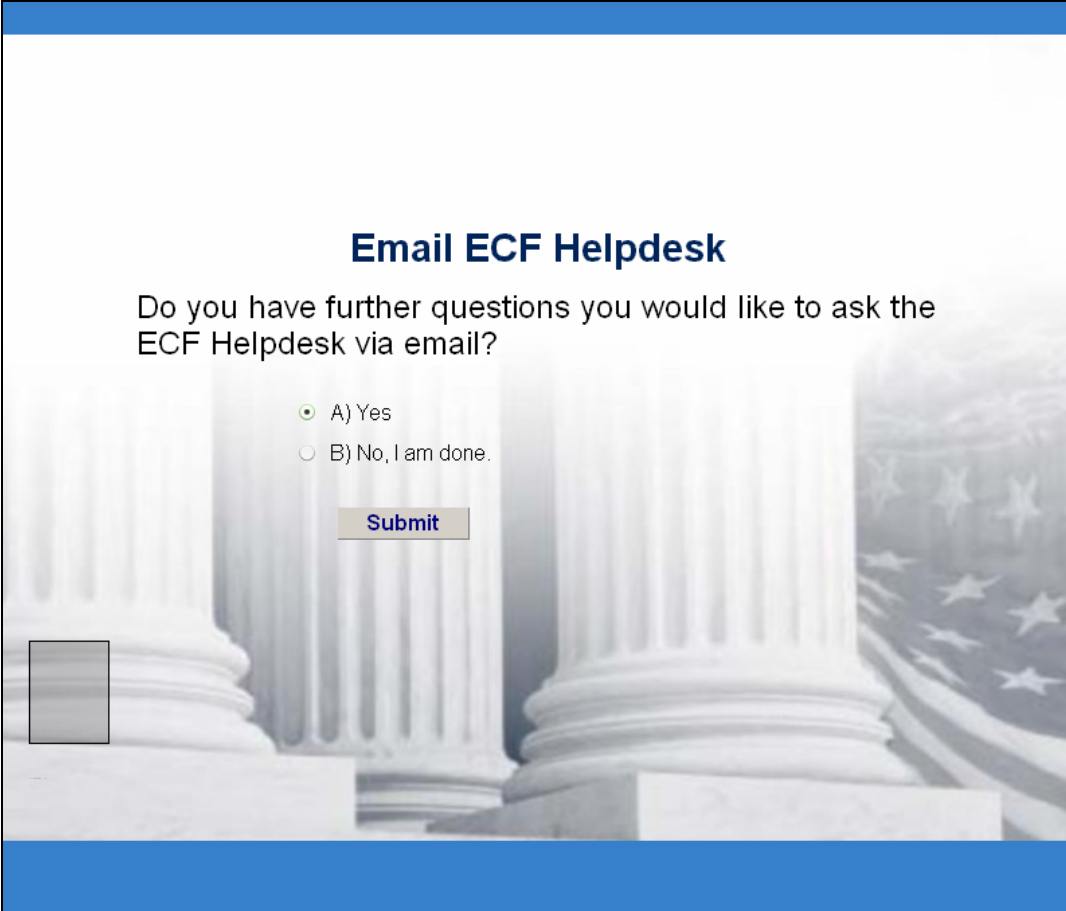
Slide 11

Slide notes: This is an example of a classic menu in ECF.



Summary

Slide notes: You should now be able to: navigate the cascading menus in ECF. Click the Continue button.

A screenshot of a web form titled "Email ECF Helpdesk". The form is set against a background image of a classical building with columns and an American flag. The form contains a title, a question, two radio buttons, and a submit button.

**Email ECF Helpdesk**

Do you have further questions you would like to ask the ECF Helpdesk via email?


☒ A) Yes

☐ B) No, I am done.

**Submit**

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).

A presentation slide with a background image of a classical building with columns and an American flag. The slide has a blue header and footer. The main content is centered and includes contact information for the Western Wisconsin ECF Technical Help Desk. A small box highlights the email address, and a text box explains how to close the module.

**Western Wisconsin  
ECF Technical Help Desk**

**(800) 373-8708 Toll Free**  
**(608) 264-5630 Madison    (715) 839-2993 Eau Claire**

**[helpdesk@wiwb.uscourts.gov](mailto:helpdesk@wiwb.uscourts.gov)**

You can **close** this module by **clicking the X** in the upper right corner of the window or by pressing the **Enter** key.

Click Box  
(100 x 100)  
(X:335; Y:517)

ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.